



AMERICAN CONSULATE, KOLKATA, INDIA

VACANCY ANNOUNCEMENT NUMBER: **KOL-2011-02**

The U.S. Consulate in Kolkata is seeking an individual for the position of Information Assistant in the Public Affairs Office.

Applicants must apply on Form DS-0174 (Application form for Employment) and specify the vacancy announcement number. Applications not completed on Form DS-0174, or without reference to a specific vacancy number will not be accepted. Only completed forms will be accepted. (Refer to application procedure below)

Only applicants who are selected for the interview will be contacted.

OPEN TO: All Interested Candidates

POSITION: Information Assistant, FSN-6105-09
(Personal Services Agreement)

OPENING DATE: February 10, 2011

CLOSING DATE: February 24, 2011

WORK HOURS: Full-time; 40 hours/week

SALARY: **Not Ordinarily Resident:** Grade: FP-05 (steps 1 to 4)*
Ordinarily Resident: Grade: FSN-9*

*Starting salary and grade will be determined on the basis of qualifications and experience, and/or salary history.

DEFINITIONS

1. **Eligible Family Member (EFM):** An individual related to a US Government employee in one of the following ways:

- Spouse or same-sex domestic partner (as defined in 3FAM 1610);
- Child, who is unmarried and under 21 years of age or, regardless of age, is incapable of self-support. The term shall include, in addition to natural offspring, stepchildren and adopted children and those under legal guardianship of the employee or the spouse when such children are expected to be under such legal guardianship until they reach 21 years of age and when dependent upon and normally residing with the guardian;

- Parent (including stepparents and legally adoptive parents) of the employee or of the spouse, when such parent is at least 51 percent dependent on the employee for support;
- Sister or brother (including stepsisters and stepbrothers, or adoptive sisters or brothers) of the employee, or of the spouse, when such sibling is at least 51 percent dependent on the employee for support, unmarried, and under 21 years of age, or regardless of age, incapable of self-support.

2. **US Citizen Eligible Family Member (USEFM):** For purposes of receiving a preference in hiring for a qualified position, an EFM who meets the following criteria:

- US Citizen; **and**,
- EFM (see above) at least 18 years old; **and**,
- Listed on the travel orders of a direct-hire Foreign, Civil, or uniformed service member assigned to or stationed abroad with a USG agency that is under COM authority, or at an office of the American Institute in Taiwan; **and either:**
- Resides at the sponsoring employee's or uniformed service member's post of assignment abroad or at an office of the American Institute in Taiwan; **or**
- Resides at an Involuntary Separate Maintenance Allowance (ISMA) location authorized under 3 FAM 3232.2.

3. **Appointment Eligible Family Member (AEFM):** EFM (see above) eligible for a Family Member Appointment for purposes of Mission employment:

- Is a U.S. citizen; **and**
- Spouse or same-sex domestic partner (as defined in 3 FAM 1610) or a child of the sponsoring employee who is unmarried and at least 18 years old; **and**
- Is listed on the travel orders or approved *Form OF-126, Foreign Service Residence and Dependency Report*, of a sponsoring employee, i.e., a direct-hire Foreign Service, Civil Service, or uniformed service member who is permanently assigned to or stationed abroad at a U.S. mission, or at an office of the American Institute in Taiwan (AIT), and who is under chief of mission authority; **and**
- Is residing at the sponsoring employee's post of assignment abroad or, as appropriate, office of the American Institute in Taiwan: **and**
- Does not receive a Foreign Service or Civil Service annuity.

4. **Member of Household (MOH):** An individual who accompanies a direct-hire Foreign, Civil, or uniformed service member permanently assigned or stationed at a U.S. Foreign Service post or establishment abroad, or at an office of the American Institute in Taiwan. An MOH is:

- Not an EFM; **and**,
- Not on the travel orders of the sponsoring employee; **and**,
- Has been officially declared by the sponsoring USG employee to the COM as part of his/her household.

A MOH is under COM authority and may include a parent, unmarried partner, other relative or adult child who falls outside the Department's current legal and statutory definition of family member. A MOH does not have to be a US Citizen.

4. **Not Ordinarily Resident (NOR)** – An individual who:

- Is not a citizen of the host country; and,
- Does not ordinarily reside (*OR*, see below) in the host country; and,
- Is not subject to host country employment and tax laws; and,
- Has a US Social Security Number (SSN).

NOR employees are compensated under a GS or FS salary schedule, not under the LCP.

5. **Ordinarily Resident (OR)** – A Foreign National or US citizen who:

- Is locally resident; and,
- Has legal, permanent resident status within the host country; and,
- Is subject to host country employment and tax laws.

EFMs without US Social Security Numbers are also OR. All OR employees, including US citizens, are compensated in accordance with the Local Compensation Plan (LCP).

NOTE: FOREIGN NATIONAL APPLICANTS MUST BE RESIDING IN INDIA AND HAVE VALID WORK AND RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION. PLEASE ATTACH COPIES OF RELEVANT DOCUMENTATION. APPLICATIONS WITHOUT RELEVANT DOCUMENTATION WILL NOT BE ACCEPTED.

FUNCTION OF POSITION

1. Selects, edits and places pertinent editorials, commentaries or other items from local print media within the consular district (West Bengal, Jharkhand, Chattisgarh, Tripura, Sikkim, Assam, Arunachal Pradesh, Manipur, Mizoram, Meghalaya and Nagaland) for daily Media Reaction Reports for the use of the Public Affairs Office, the Consulate, the Embassy and Washington. Edits and places Washington File articles, press releases and other designated items on policy issues including USG-generated editorial-page articles in the local print media in the consular district. Acts as primary media section expert for the English-language press in the consular district with a focus on the northeastern states. Also acts as the primary media section expert for local media by maintaining close contacts with media persons in Kolkata in particular. Monitors key consular district newspapers and magazines for significant features and editorial comments of USG interest and to confirm program coverage and targeted placements with a special focus on the northeast states. Meets information requests from the media within the consular district by searching the Internet, Internet and/or coordinating with the IRC to supply necessary policy statements, background materials, photographs and other items.

2. Maintains and develops personal contacts with editors and other key journalists, journalism teachers, information and public relations officials within the consular district (West Bengal, Jharkhand, Chattisgarh, Tripura, Sikkim, Assam, Arunachal Pradesh, Manipur, Mizoram, Meghalaya and Nagaland) especially in Assam and other northeastern states and also travels throughout the district to promote placements, encourage information requests, monitor trends and to develop media relations in support of programs. Advises American officers on press, political, economic, societal, environment and health issues as reported in local dailies, periodicals and websites. Briefs visiting officials on media-related activities within the consular district. Identifies media and other important contacts for IRC outreach. Encourages electronic transmission/receipt of press releases, digital photos and other PA materials to key contacts within the consular district with a special focus on the Northeast states. Apart from media in the northeast maintains contacts with Media in Kolkata to help facilitate coverage of Post-organized programs. Assists in organizing Post generated press conferences and one-on-ones of VIPs including the Ambassador and visiting American speakers. Arranges for daily release of Washington Files, compilation of Media reaction reports and production of Washington File items, New Delhi and local Press Releases and the back-up in absence of the information Assistant (CLN-730012). Contributes every week to compilation of the “Early Morning” and “Afternoon” inputs with major headlines for two Kolkata English dailies for forward transmission to New Delhi and finally to Washington.
3. Recommends target media audiences and journalism students as participants in other programs. Designs issue-based media-specific programming. Engages media to cover PA Speakers and visits of USG officials (press conferences, one-on-one). Coordinates press onsite. Nominates contacts for inclusion to DRS and for exchange programs. Reviews the DRS listing from Assam and other northeastern states and recommends updating where necessary. Drafts press releases in English and highlights for weekly public diplomacy results and reports when required. Responsible for planning & preparing the yearly budget for the press section along with the Regional Media Advisor. In the absence of the Bengali editor, translates input for Media Reaction and other post-generated reports. In the absence of the Press Chief, monitors English dailies, if required, for inputs in Early Edition Reports.

QUALIFICATIONS REQUIRED

1. A University degree in humanities/social sciences or communications is required.
2. Three years of progressive responsibility working as a journalist, academic or political/economic analyst with prior experience in drafting documents in English for public release such as releases/reports/recommendations/presentations. Must be able to interact effectively with high level contacts and VIPs.
3. Spoken and Written English – Level 4 (Fluent); spoken and written Bengali – Level 3 (Good working knowledge); spoken Hindi – Level 3 (Good working knowledge).
4. A thorough knowledge of media, political, economic and social trends in India, particularly the Northeast, especially among its media institutions and personnel. A general knowledge of the U.S. and its major institutions is also required.

5. Ability to edit documents, articles and features in English, at short notice, for placement. Select press materials based on MSP goals for Consulate, Embassy and Washington audiences. Ability to develop and maintain extensive high level contacts among media, information and public relations professionals in the consular district with a focus on the Northeast. Ability to design and implement issue-based media-specific programs. Must be able to effectively use MS-Office products, PowerPoint and Internet.

SELECTION PROCESS

When fully qualified, US Citizen Eligible Family Members (USEFMs) and US Veterans are given preference. Therefore, it is essential that the candidate specifically address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.
2. Current employees serving a probationary period are not eligible to apply.
3. Current Ordinarily Resident employees with an Overall Summary Rating of Needs Improvement or Unsatisfactory on their most recent Employee Performance Report are not eligible to apply.
4. Currently employed US Citizen EFMs who hold a Family Member Appointment (FMA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
5. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested candidates for this position must submit the following for consideration of the application:

1. Universal Application for Employment as a Locally Employed Staff or Family Member (DS-174) available on website http://kolkata.usconsulate.gov/job_opportunities.html or
2. A combination of both; i.e. Sections 1 -24 of the UAE along with a listing of the applicant's work experience attached as a separate sheet; or
3. A current resume or curriculum vitae that provides the same information found on the UAE: **plus**
4. Candidates who claim US Veterans preference must provide a copy of their Form DD-214 with their application. Candidates who claim conditional US Veterans

preference must submit documentation confirming eligibility for a conditional preference in hiring with their application.

5. Any other documentation (e.g., essays, certificates, awards) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

American Consulate General
Management Office
Attention: Ellen C. Langston
5/1 Ho Chi Minh Sarani
Kolkata 700 071

Or

E-mail application to: HROKolkata@state.gov

Please insert “**VA# 2011-02** (Vacancy Announcement Number) and **CLA-730016** (Position number) in the subject of the e-mail. Applications without the Vacancy/Position Number or with incorrect numbers will not be accepted.

POINT OF CONTACT

C. T. Adams
Telephone: 3984-2419
FAX: 2282-2335

If an applicant is submitting a resume or curriculum vitae, s/he must provide the following information equal to what is found on the UAE.

Failure to do so will result in an incomplete application.

- A. Position Title
- B. Position Grade
- C. Vacancy Announcement Number
- D. Dates Available for Work
- E. First, Middle, & Last Names as well as any other names used
- F. Current Address, Day, Evening, and Cell phone numbers
- G. U.S. Citizenship Status (*Yes or No*) & status of permanent U.S. Resident (*Yes or No*; if yes, provide number)
- H. U.S. Social Security Number and/or Identification Number
- I. Eligibility to work in the country (*Yes or No*)
- J. Special Accommodations the Mission needs to provide (*Yes or No*; if yes, provide explanation)
- K. If applying for position that includes driving a U.S. Government vehicle, Driver's License Class / Type
- L. Days available to work
- M. List any relatives or members of your household that work for the U.S. Government (include their Name, Relationship, & Agency, Position, Location)
- N. U.S. Eligible Family Member and Veterans Hiring Preference
- O. Education
- P. License, Skills, Training, Membership, & Recognition
- Q. Language Skills

- R. Work Experience
- S. References

All applications for the Subject announcement must be received in the Human Resources Office by close of business on **February 24, 2011**.

EQUAL OPPORTUNITY EMPLOYER

The US Mission in Kolkata provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.

Cleared: PAO: Chad P. Cummins
Approved: MO: Ellen C. Langston